Session 5: Module 4 - Blood Work
SCRIPT

Description	Text
1. **Introduction**	Welcome to Session 5 Module 4
2. **Start**	Blood Work
3. **<bld>**	In this module, we are going to take a look at the Blood tab.
4. **Bld**	The system's requirements are slightly different from our Montana WIC Program requirements for blood work.
	With the exception of infants less than 9 months old, M-SPIRIT requires a blood work contact to complete **every** certification.
5. **Bld1**	To meet Montana WIC Program requirements, a Hemoglobin or Hematocrit value is required at certification for all women and for infants once they are 9 months or older, which generally occurs at their midcertification appointments.
6. **Bld2**	For children, blood is required at the 1 year certification if blood work was not performed when the child was between 9 and 12 months old or if the blood value taken between 9 and 12 months was low.
	A blood value is also required at 18 months, or at the very next certification after the one year cert, regardless of whether the blood value was OK or low.
	Once a child is 24 months old, a blood value is required only once per year as long as the most recent blood value wasn't low.
7. **<bld1>**	Search for the participant with State WIC ID: 16037.
8. **<bld2>**	<no script>
9. **<bld3>**	Let's take a look at Kat's cert information before opening her participant folder.
10. **<bld4>**	Kat's most recent certification ended on 9/18/2010. Today is 10/18/2010.
	Go ahead and open her Participant Folder.
11. **<bld5>**	<no script>
12. **<bld6>**	We need to determine if Kat is due for a hemoglobin check.
	Click the HT/WT/Blood tab.
13. **<bld7>**	The Blood tab is on the right margin. Click it.

14. <bld8>	The Blood history grid displays a list of all blood records.
	Records are listed with the most recent record at the top.
	The following is displayed: the date the blood was taken; the participant's age or the number of week's gestation if the participant is pregnant; and the Hemoglobin, Hematocrit, Lead or E.P. value entered…
15. <bld9>	We'll scroll to view the rest of the grid.
16. <bld10>	<no script>
17. <bld11>	…whether Delayed Blood Work was selected (which we will discuss later but will not be using), and the Reason Blood Work Was Not Collected.
	We are going to scroll back to the beginning of the grid.
18. <bld12>	<no script>
19. <bld13>	<no script>
20. <bld14>	Like the Height/Weight tab, we can't see the whole Blood tab with our recorder, so we are going to pan down a little…
21. <bld15>	Blood measurements can be both added, then edited on the same date they were added, in the Participant Folder just like the CGS.
	Like Height/Weight measurements though, you should always add the blood measurement in the CGS, and NOT the Participant Folder, if the participant is due for a certification.
	Remember, the system doesn't recognize measurements entered in the Participant Folder as having been completed for the CGS.
	However, the work-around is the same for the blood measurement.
	Which, in case you don't remember, is simply opening and closing the Edit window in the CGS.
22. <bld16>	<no script>
23. <bld17>	We are going to quickly complete the Demographics and Health Information…
24. <bld18>	Open the Height, Weight, and Blood screen.
25. <bld19>	Typically, we would enter a Height/Weight measurement, but right now we are just going to focus on the Blood tab.
	Click the Blood tab.
26. <bld20>	Click the Add... button.

27. <bld21>	Like any time you add or create a record in M-SPIRIT, the Measurement Date defaults to the current date…
	…and it can be changed to a date within the past 90 days if a referral measurement is provided.
	Press the Tab key on your keyboard or click into the Hemoglobin field.
28. <bld22>	As soon as the field focus is past the Measurement Date field the Age at Measurement auto-populates.
29. Bld3	The display is dependent on the WIC Category and is the same as we reviewed in the Height/Weight module.
30. <bld23>	M-SPIRIT will accept a value entered into any one of the four blood fields to meet the system's certification requirement.
	However, the intent of the Montana WIC Program's blood requirement is to evaluate a participant's iron status at certification…
	…and only Hemoglobin or Hematocrit is considered to be appropriate to meet our blood requirement.
	It should be noted that E.P. and lead are valuable for additional assessment but neither is used as part of the criteria for the assessment of iron status.
31. <bld24>	When entering a value, if it is a whole number less than 10 or any value greater than or equal to 10, you do not have to type the decimal.
	The system validates the Hemoglobin field to ensure it is within allowed parameters.
	Type 4 into the Hemoglobin field and press the Tab key or click the OK button.
32. <bld25>	The system will only accept Hemoglobin values between 6 and 23.9.
	Click the OK button on the message.
33. <bld25A>	<no script>
34. Bld3A	If a participant's hemoglobin is less than 6, the system will not allow you to record the actual value.
	In this instance, follow your Local Agency procedure for the participant, document the accurate value in a note and then enter 6 into M-SPIRIT for the Hemoglobin record.

35. Bld3B	If local agency policy requires a second blood measurement in instances where the initial blood value was low, you will not be able to save both of the blood records since M-SPIRIT will not allow you to create more than one blood record per date.
	You should follow your Local Agency policy regarding which measurement is appropriate to save for the blood contact and whether any further documentation of the other value is required.
	If necessary, you can use the edit function to change the initially recorded measurement.
36. <bld26>	This time, let's enter Kat's correct hemoglobin of 12 and then press the Enter key on your keyboard or click the OK button…
37. <bld27>	…and the new blood record is added to the history grid.
	Notice the Edit button is now enabled.
	Before we discuss the edit functionality though, let's take a quick look at the Blood tab validations.
	Click the Add... button again.
38. <bld28>	When adding a blood record, the same data validation edits occur as we saw in the Height/Weight tab.
	Since blood referral data is only valid for 90 days, the system ensures the Measurement Date is 90 days or less from the current date.
	It also verifies that any new record has a Measurement Date greater than the last record saved.
39. Note	That second validation means that you can only enter one record for a specific Measurement Date.
	If entering more than one measurement on the same date, such as referral data and a measurement for today, you want to enter them in chronological order, or the referral data first.
40. <bld29>	OK. Back to the Edit function.
	Once a record has been added on a specific date, the Edit button is enabled.
	You can use the edit function to over-write the blood record on the same date it was added.
	Remember, you can also use Edit as a work-around if the blood value was incorrectly entered into the Participant Folder instead of the CGS prior to the cert.
	Click the Edit button.

41. <bld30>	If you were performing the work-around, you would simply click OK to re-save the blood record with a Cert Start Date attached to it.
	The Measurement Date is disabled and not modifiable in the edit window.
	The original value defaults and is highlighted so that it can be over-written by simply typing the new value.
	We are going to change Kat's hemoglobin value to 12.8.
	Go ahead and type 128 and then press the Enter key or click the OK button…
42. <bld31>	<no script>
43. <bld32>	…and the Hemoglobin value updates in the Blood history grid.
	Click Close to exit the Height/Weight/Blood screen.
44. <bld33>	<no script>
45. Bld4	The system auto-assigns risk factor 201 - Low Hematocrit/Low Hemoglobin based on the Hemoglobin or Hematocrit value, the participant's WIC category and, if a woman, the amount she smokes.
46. Bld5	It also auto-assigns risk factor 211 - Elevated Blood Lead Levels for all WIC categories if a lead value greater than or equal to 10 has been entered within the past 12 months.
	More information about these risk factors is available on the Montana WIC web site.
47. <bld34>	Remember Fern from the last module?
	We still have a few more things to review in the Blood tab.
	For starters, let's take a look at the Event Log - Review Certification for Errors. Click on the icon.
48. <bld35>	According to M-SPIRIT, Fern requires a blood contact to complete this certification.
	Click the Close button.
49. <bld36>	Now open the Height, Weight and Blood screen.
50. <bld37>	Click on the Blood tab.

51. <bld38>	Looking at Fern's blood history grid, we can see that Fern had a very healthy Hemoglobin 8 months ago...
	...which according to Montana WIC Program requirements means she does not require a blood check today.
	But, remember, M-SPIRIT requires a blood record for every certification.
	So, what are you supposed to do?
	Well, we have to add a blood record, so let's start by clicking the Add... button.
52. <bld39>	We also know that M-SPIRIT doesn't accept "99" or "unknown values"...
	...and we mentioned before that we aren't going to use the Delayed Blood Work checkbox, which functions to remove the blood contact requirement completely and forever.
	That leaves us with the Reason Blood Work Was Not Collected.
	Click the drop-down arrow.
53. <bld40>	The first option in the list is CPA determined not due for blood work.
	You should select this option when:
	recertifying a child 2 and older, and…
	the last blood value was within normal limits, and…blood value was reported in the last year
	So, let's see...Fern is 4 years old, check; her last hemoglobin was 14.2, check; and that was taken 8 months ago, check!
	Let's select CPA determined not due for blood work.
54. <bld41>	<no script>
55. <bld42>	Click OK to save and exit.
56. <bld43>	When that option is selected, a blood record is added with the date of the contact and a zero is entered into each blood value column.
	When we scroll to the right…
57. <bld44>	<no script>
58. <bld45>	<no script>
59. <bld46>	...the reason is listed in the Reason Blood Work Not Collected column.

60. Bld5	The Reason Blood Work Was Not Collected drop-down should also be used in rare instances when blood work is not obtained due to medical reason, religious objections or for another valid exception reason. Please refer to the State Plan for more guidance.
	In all instances, a note should be written detailing the reason blood work was not tested.
61. Bld6	When documenting this, select the General Note type and Height/Weight/Blood for the subject.
62. <bld47>	<no script>
63. <bld48>	<no script>
64. <bld49>	Click Close.
65. <bld50>	Let's make sure we are good to go as far as the blood contact requirement is concerned.
	Click the Event Log - Review Certification for Errors icon.
66. <bld51>	The system no longer requires a blood contact.
	By selecting the CPA determined not due for blood work option you can bypass the system requirement when appropriate and complete the certification without entering a blood value.
	Click Close.
67. <bld52>	<no script>
68. Questions	Do you have any questions about what we just reviewed? If so, please submit them via the M-SPIRIT Questions forum on the Montana WIC website.